

**File an Addendum to Record on Appeal.**

**STEP 1** Select **Bankruptcy or Adversary**, whichever is appropriate, from the **Main Menu**, and then click on **Appeal**.



**STEP 2** The **Case Number** entry screen displays.

A screenshot of a web form titled 'Case Number'. It contains a text input field with the value '04-20077'. Below the input field are two buttons: 'Next' and 'Clear'. A mouse cursor is pointing at the 'Next' button.

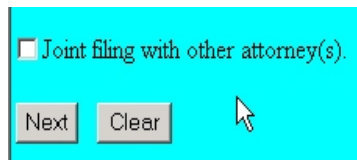
- ◆ **Case Number** - enter a case number in YY-NNNNN format
- ◆ Click on the **Next** button.

**STEP 3** The **select the type of document being filed** screen displays.

A screenshot of a web form titled 'Addendum to Record on Appeal'. It contains a list of options: 'Appellant Designation', 'Appellee Designation', 'Cross Appeal', 'Notice of Appeal', 'Request for Transcript re: Appeal', 'Statement of Issues on Appeal', and 'Transcript Re: Appeal'. A mouse cursor is pointing at 'Appellee Designation'. Below the list are two buttons: 'Next' and 'Clear'.

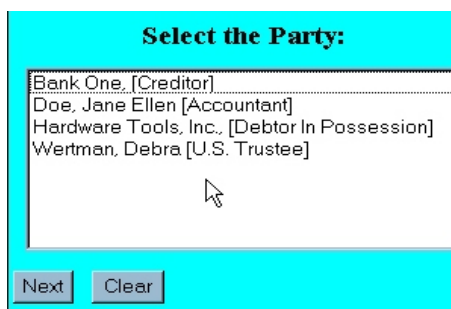
- ◆ Click on **Addendum to Record on Appeal**.
- ◆ Click on the **Next** button.

**STEP 4** The **Joint filing with other attorney(s)** prompt is displayed.



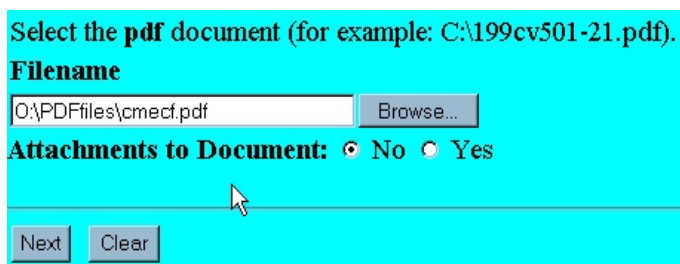
- ◆ Click in the **Joint filing with other attorney(s)** box if this is a joint filing to add any additional attorneys.
- ◆ Click **Next** to continue.

**STEP 5** The **Select the Party** screen displays.



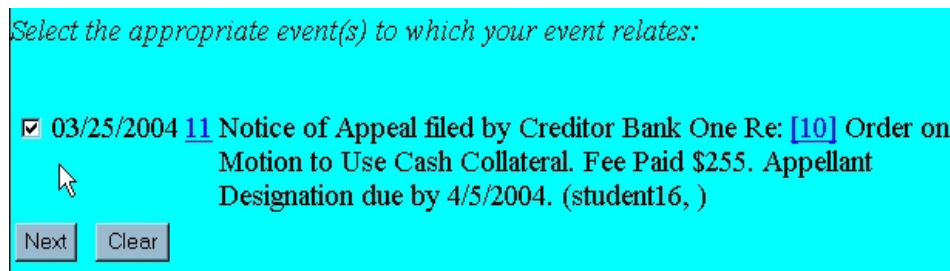
- ◆ Click on the party's name.
- ◆ Click on the **Next** button.

**STEP 6** The **Select the pdf document** screen displays.



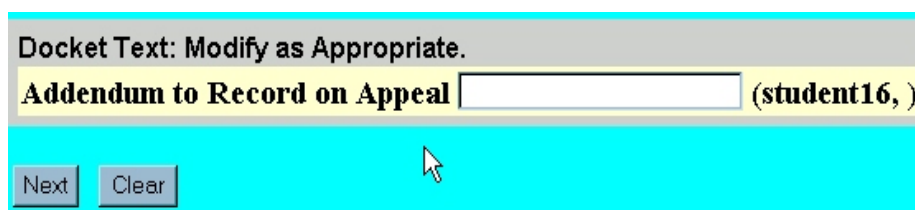
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ Click on the **No** radio button if there are no attachments; click on the **Yes** radio button if you have attachments.
- ◆ Click on the **Next** button.

**STEP 7** The **Select the appropriate event(s)** screen displays.



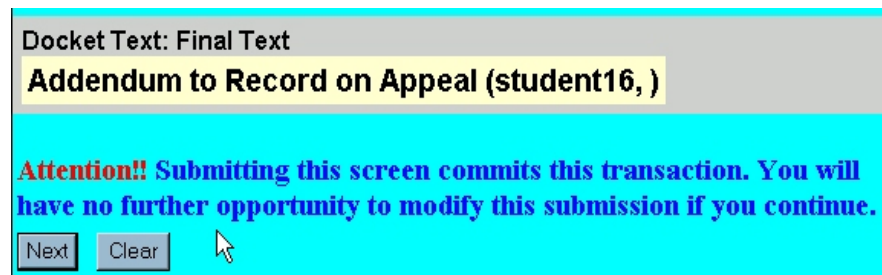
- ◆ Click in the box next to the related event.
- ◆ Click on the **Next** button.

**STEP 8** The **Docket Text: Modify as Appropriate** is displayed.



- ◆ Add appropriate text if needed in the box provided.
- ◆ Click on the **Next** button.

**STEP 9** The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.



- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries or to abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

**STEP 10** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

**Notice of Electronic Filing**

The following transaction was received from student16, entered on 4/14/2004 at 11:24 AM EDT and filed on 4/14/2004

**Case Name:** Hardware Tools, Inc.

**Case Number:** [2:04-bk-20077](#)

**Document Number:** [15](#) 

**Docket Text:**

Addendum to Record on Appeal (student16, )

The following document(s) are associated with this transaction:

**Document description:**Main Document

**Original filename:**O:\PDFfiles\cmecf.pdf

**Electronic document Stamp:**

[STAMP bkecfStamp\_ID=1019576470 [Date=4/14/2004] [FileNumber=12919-0]  
[bf83ad632119bb5c015a88b5420fcbb4c21310648ba424bdbfc11ff54d6c2343036ac  
c0e7e67c242eb841d702e2fca2020d20dc813d0d0425016810dc2e461811]